

**Secretary of State
Kevin Shelley**

**Voter Education and/or Pollworker Training Assistance
Grant Program
Request for Application**

July 16, 2004

Introduction

California Secretary of State Kevin Shelley proposes to allocate Help America Vote Act (HAVA) funds for California counties to conduct and improve voter education and pollworker training for the November 2nd 2004 General Election.

Eligible Entities

California counties. For the purpose of this document, the term “County” includes “city and county.”

Eligible Projects

All or portions of grant funds may be used for one or more of the following categories:

- 1) Use of voting systems: Projects that educate voters and pollworkers on how to use county specific voting systems;
- 2) Improved pollworkers training: Projects that train pollworkers regarding compliance with HAVA, including the posting of information;
- 3) New HAVA voting requirements: Projects that educate voters and pollworkers awareness of new ID requirements for certain voters, the right to vote provisional ballots, the “free access” system involving provisional ballot voting, the procedure for filing a complaint, and other requirements of HAVA;
- 4) Permanent absentee voting: Projects that educate voters about the ability to vote-by-mail through permanent absentee voting.

Applicants are required to prepare a Voter Education and/or Pollworker Training Assistance Grant Program “Program Plan” that describes the proposed use of grant funds in one or more of the four categories described above, timelines for completion of those projects and specific costs associated with each category of programs.

Maximum Amount Available

Total grant amounts will be based on numbers of eligible voters per county as reported in the most recent Secretary of State’s Report of Registration (February 17, 2004). Counties with populations of eligible voters over 3 million may be awarded up to \$2.5 million; counties with populations of eligible voters between 1 million and 2 million may be awarded up to \$1,000,000; counties with populations of eligible voters between 800,000 and 1.5 million may be awarded up to \$500,000; counties with populations of eligible voters between 400,000 and 700,000 may be awarded up to \$300,000; counties with populations of eligible voters between 200,000 and 400,000 may be awarded up to \$175,000; counties with populations of eligible voters between 100,000 and 200,000 may be awarded up to \$85,000; counties with populations of eligible voters between 50,000 and 100,000 may be awarded up to \$40,000; counties with populations of eligible voters between 15,000 and 50,000 may be awarded up to \$18,000; counties with populations of eligible voters below 15,000 may be awarded up to \$6,500.

Application Deadline

All required documents must be received no later than 5:00 p.m. on Monday, August 2, 2004 addressed to: California Secretary of State, Elections Division, Voter Education and/or Pollworker Training Assistance Grant Program, 1500 – 11th Street, Sacramento, CA 95814, Attention: Rachel Zenner. Applications may not be sent via fax or email.

Timeline

July 16, 2004	Grant Program Announcement Posting
August 2, 2004	Grant Program Application Deadline
August 11, 2004	Proposed Award Date

Project Documentation Requirements

All applicants must complete and submit the following attached documents, which shall be considered to be the “Program Plan” by the specified filing date:

- A. Applicant Information Sheet: Applicant contact information.
- B. Voter Education and/or Pollworker Training Assistance Grant Program Plan: The applicant shall include a one-page Executive Summary of the Project [s], including project objectives, phases, resources, controls and system implementation activities and a detailed and descriptive Voter Education and/or Pollworker Training Program Plan. The Program Plan must describe proposed use[s] of grant funds in one or more of the four categories, timelines for completion and specified cost estimates associated with each category. The Program Plan must be in Times New Roman 14 point type and may not exceed twenty pages. In addition, applicants are required to respond to all attached questions for each category (see Appendix A).
- C. Application Funding Request: The Program Plan shall be accompanied by a detailed Funding Request. The Funding Request must also describe proposed use of grant funds and cost estimates for each project category.
- D. Certification: Applicant must sign a certification that grant funds received will only be used for voter education and pollworker training and that applicants will provide to the Secretary of State a well documented and detailed report that outlines and evaluates the failures and successes of a county’s Voter Education and/or Pollworker Training Assistance Grant Program by December 31, 2004.
- E. Acknowledgement of Funding Award: Upon receipt of written notice of the Funding Award, the County shall return an Acknowledgment of Funding Award.

Review of Applications

The Office of Secretary of State will review applications. Funds will be distributed on or after the Proposed Award Date of August 11, 2004 or after HAVA spending authority is approved. Awards may be subject to additional review and approval procedures in accordance with applicable laws and policies.

Reporting of Grant Funds Received

The County shall maintain records in a manner that:

- Accurately reflects fiscal transactions with necessary controls and safeguards;
- Provide complete audit trails, based whenever possible on original documents (purchase orders, receipts, invoices, time cards, cancelled warrants, warrant numbers, etc.);
- Provide accounting data so the total costs of the Program Plan can be readily determined throughout the Program Period.

All applicants that receive grant funds are required to submit a report to the California Secretary of State on the expenditure of funds pursuant to this program. All proposed expenditures must be well documented (including invoices and receipts) and a detailed report outlining and evaluating the failures and successes of County Voter Education and/or Pollworker Training Assistance Grant Program, must be provided to the Secretary of State no later than December 31, 2004.

The Secretary of State requires that a County retain all Program Plan related records for five years after the Secretary has accepted the detailed report described above and for at least one year following any audit or final disposition of any disputed audit findings, if any.

Audit

All funding and expenditures are subject to state and federal audit requirements. Additionally, all Program Plans may be subject to standard audit reviews for three years following the completion of the Program. The audit shall include all books, papers, accounts, documents, or other records

of the County as they relate to the Program Plan for which funds were allocated.

Upon written notice of an audit, the County shall make the Program Plan records, including the source documents and cancelled warrants, available to the Secretary of State or Secretary of State designee. County shall also provide an employee having knowledge of the Program Plan to assist the Secretary of State's auditor. County shall provide a copy of any document, paper or electronic record requested by the Secretary of State.

Point of Contact

The point of contact for the Voter Education and/or Pollworker Training Assistance Grant Program is:

Rachel Zenner
916-657-2376

**Secretary of State
Kevin Shelley**

**Voter Education and/or Pollworker Training Assistance
Grant Program**

Program Plan

Applicant is required to complete a detailed and descriptive Voter Education and/or Pollworker Training Grant Program Plan (“Program Plan”).

1. Please provide a one-page Executive Summary of the proposed Program Plan including project objectives, phases, resources, controls and system implementation activities.
2. Please answer all of the following Program Plan questions and include a detailed response in your Program Plan for each of the following categories for which you applied:

A. Use of voting systems- Educating voters on county specific voting technologies.

1. Who are you targeting for voter education?
2. Why are you targeting these voters?
3. How will you educate voters?
4. What media will you use to educate voters? (radio, television, print, mailers, special events, phone-banking, flyers, email, etc)
5. How many voters do you propose to reach?
6. Please describe what voter education will occur relating to the right of voters to vote on paper ballots in your county.
7. Please describe or provide samples of proposed voter education materials.
8. Please provide project goals, detailed and specific cost estimates associated with this project and specific timelines for completion.
9. How do you plan to measure voter education success, how will you evaluate success and what reporting statistics will you provide?

B. Improved pollworker training – Improving county training of pollworkers.

1. Please describe your plans for the recruitment of pollworkers for the November 2nd 2004 election, including the recruitment of bilingual pollworkers.
2. Please describe your plans for training pollworkers for the November 2nd 2004 election, including disabled voter and minority voter training.
3. Please describe how you plan to train pollworkers to meet new federal and state requirements for elections – including the use of provisional and paper ballots and the posting of voter information at polls.
4. Please provide copies of any training materials or manuals that you have developed for the November 2nd 2004 election. If no materials have been developed yet, please describe proposed training and training manual improvements.
5. Please provide project goals, detailed and specific cost estimates associated with this project and specific timelines for completion.
6. How do you plan to measure pollworker training and recruitment success, how will you evaluate project success and what reporting statistics will you provide?

C. New HAVA voting requirements- Educating voters and pollworkers about new HAVA voting requirements including new ID requirements for certain voters, the right to vote provisional ballots, the “free access” system involving provisional ballot voting, the procedure for filing a complaint, and other requirements of HAVA.

1. Who are you targeting for HAVA voting requirement voter education?
2. Why are you targeting these voters?
3. How will you educate voters?
4. What media will you use to educate voters? (radio, television, print, mailers, special events, phone-banking, flyers, email, etc)
5. How many voters do you propose to reach?
6. Please describe how you plan to inform voters about HAVA voting requirements for the November 2nd 2004 election.

7. Please provide copies or samples of HAVA voter requirement voter education materials that you have developed or will develop for the November 2nd 2004 election.
8. Please provide project goals, detailed and specific cost estimates associated with this project and specific timelines for completion
9. How do you plan to measure HAVA voting requirement voter education success, how will you evaluate project success and what reporting statistics will you provide?

D. Permanent absentee voting- Educate voters about the ability to vote-by-mail through permanent absentee voting (“PAV”).

1. What categories of voters do you propose to target for education about the ability to vote-by-mail through PAV?
2. Why do you propose targeting these voters?
3. What media will you use to educate voters about the ability to vote-by-mail through PAV?
4. Please provide specific costs of materials and voter education efforts to educate voters about the ability to vote-by-mail through PAV in prior elections.
5. Please describe how you plan to educate voters about the ability to vote-by-mail through PAV for the November 2nd 2004 election.
6. Please provide project goals, detailed and specific cost estimates associated with this project and specific timelines for completion.
7. How do you plan to measure PAV voter education success, how will you evaluate project success and what reporting statistics will you provide?

Applicant Information Sheet

Name of County.

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

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Contact Person's Information:

Name: _____ Title: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

Application Funding Request
Voter Education and/or Pollworker Training
Assistance Grant Program

County Name and Address:

Total Amount of Funding Request:

\$ _____

Secretary of State Use Only:

Date Received: _____

Date Reviewed: _____

Amount Awarded: \$ _____

Signed: _____
(County Elections Official or Authorized Representative)

Date: _____

ACKNOWLEDGMENT OF FUNDING AWARD

I _____, certify that I am authorized to speak for the County and that the Program Plan for which funds are being sought will comply with the Program Plan Requirements as set forth in the Application for Voter Education and/or Pollworker Training Assistance Grant Program.

Signed _____

Date _____

County Representative

Certification

I certify that grant funds will only be used for improving county voter education and/or county pollworker training and agree to provide, upon request of grantor, receipts and such other records of expenditures that demonstrate allowed use of funds. I also certify that I will provide the California Secretary of State a well documented and detailed report that outlines and evaluates the failures and successes of my county's Voter Education and/or Pollworker Training Program by December 31, 2004.

Signature (County Elections Official)

Date

Printed Name (County Elections Official)

Name of County